



PERSONAL PROPERTY DIVISION

2100 Adams Place, NE, 2nd Floor • Washington, DC 20018-3627
(202) 576-6472 • Fax (202) 576-7111

May 8, 2002

Dear: Department/Agency Heads

Pursuant to the Materiel Management Manual, Sub-Section 2632.1, Personal Property Regulations, "The head of each Department will designate in writing to the Chief, Personal Property Division a supervisory or administrative employee appointed as Accountable Property Officer for the purpose of receipting for and having custody and supervision of all property assigned to them. Accountable Property Officers will be designated as necessary to provide complete coverage for all property in the custody of each Department.

Alternate Accountable Property Officers may be designated in the above manner, when in the opinion of the Department Head such appointment is necessary.

The Chief, Personal Property Division will maintain a current record of all such designations."

The Accountable Property Officer (APO) will serve as liaison to the Personal Property Division for all matters related to Personal Property. The Department Head shall vest the APO with the responsibility and authority for the fiscal and physical accountability of all personal property assigned to or of which the department has custody and/or control. Additionally, the APO shall have the responsibility and authority to authorize for other employees of the Department to select and sign for personal property.

The designation of the APO/AAPO shall remain in effect until superseded or rescinded in writing by the Department/Agency Head.

Please provide the name(s) of the designee(s) for your Department in the format of the sample attached. We appreciate your cooperation and support in assisting us with this request.

I can be reached on (202) 576-6472, should you need to contact me.

Sincerely,

/S/

Canardo M. Richardson, CPM
Chief, Personal Property Division
Property Disposal Officer

Enclosure